

LEGAL SECRETARY

OPEN NONPROMOTIONAL SPOT – OAKLAND SPOT – SAN FRANCISCO



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IN INCONSISTENT WITH THE LAW
OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CUT-OFF DATE

Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the cut-off date. Applications must have an original signature. Applications postmarked, personally, delivered, faxed, or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO SHOULD APPLY

Persons who meet the minimum qualifications by the cut-off date. This is an Open, Nonpromotional examination.

HOW TO APPLY

Examination applications (Form STD 678) are available at the State Personnel Board, www.spb.ca.gov, and may be mailed or filed in person:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

CONTINUOUS FILING INFORMATION

Indicate the location for which you are applying directly under the examination title on your application. Examination Applications (Form STD. 678) will be accepted continuously. You may also call (916) 324-5039 to receive information prior to the next cut-off date or inquire via internet: www.ag.ca.gov. **THE TESTING PERIOD FOR THIS CLASSIFICATION IS 12 MONTHS. YOU MAY NOT TEST FOR THIS CLASSIFICATION MORE THAN ONCE IN A TESTING PERIOD. IF YOU HAVE TAKEN AN EXAMINATION FOR THIS CLASSIFICATION WITH THE DEPARTMENT OF JUSTICE WITHIN THE LAST 12 MONTHS, YOU ARE NOT ELIGIBLE TO COMPETE IN THIS EXAMINATION.**

POSITIONS

This examination is for positions existing in Oakland and San Francisco only.

POSITION DESCRIPTION

Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction.

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**QUALIFICATIONS APPRAISAL
INTERVIEW**

Eligible candidates will be notified by mail approximately ten (10) days in advance of the qualifications appraisal interview date. It is anticipated that the interviews will be held during **December 2005/January 2006**.

SALARY RANGE

Range A \$2,839 - \$3,450
Range B \$2,981 - \$3,623

Legal Secretaries hired in Oakland and San Francisco will start at \$3,450 and may receive annual salary increases up to a maximum of \$3,994 as authorized by the geographic pay differential for that location.

**REQUIREMENTS FOR ADMITTANCE
TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Applications/resumes received without this information will be rejected. **Note: your experience performing a full range of secretarial duties must clearly be described on your application.**

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.

OR II

Two years of experience in a private law firm, corporation law office, or a legal program in a governmental agency performing a full range of legal secretarial duties, which requires the preparation of legal documents for filing and service. [(1) Academic education above the 12th grade may be substituted for six months of the required experience on the basis of either (a) one year of the general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience; or (2) Completion of a certificated legal secretarial program at either a regionally accredited college or a business school approved by the Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent colleges and Schools may be substituted for one year of the required experience.]

(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

SPECIAL REQUIREMENTS

The ability to type at a rate of 45 words per minute and transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine is required. Successful competitors will be required to provide proof of proficiency and/or be tested for both prior to appointment.

**SPECIAL PERSONAL
CHARACTERISTICS**

A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.

**ADDITIONAL DESIRABLE
QUALIFICATION**

Education equivalent to completion of the twelfth grade.

EXAMINATION INFORMATION

Qualification Appraisal Interview: The interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal Interview – Weighted 100.00%

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EXAMINATION SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Technical legal terms and various legal forms and documents and their processing.
2. Modern office methods, supplies, and equipment.
3. Business English and correspondence.
4. An understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law.
5. Proper format of State and Federal citations.

ABILITY TO:

1. Type at a speed of 45 words per minute.
2. Read and write English at a level required for successful job performance.
3. Establish and maintain effective working relationships.
4. Prepare correspondence independently.
5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations.
6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine.
7. Communicate effectively.
8. Follow directions.
9. Analyze situations accurately and take effective action.
10. Type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings.
11. Independently perform complex clerical and legal secretarial work.
12. Coordinate and schedule legal services.
13. Screen mail, visitors, and telephone calls and take appropriate action.
14. Interact with courts, administrative agencies, governmental entities co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met.
15. Compose correspondence.
16. Give information and provide assistance using good judgment and discretion.
17. Maintain case and administrative files and records.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

ELIGIBLE LIST

Separate open spot eligible list(s) will be established for Oakland and San Francisco. The names of successful competitors will be merged onto the list(s) in order of final scores, regardless of date. Eligibility will expire **12 months** after it is established unless the needs of the service warrant a change in this period.

CANDIDATES MAY ONLY ESTABLISH LIST ELIGIBILITY IN ONE LOCATION.

VETERANS PREFERENCE

Veterans Preference Credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.

CAREER CREDITS

Career Credits will be granted in this examination. If you receive Veterans Preference Credits, you will not also receive career credits.

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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